

CITY OF ATLANTA

Job Announcement

ACCOUNTING TECHNICIAN, SENIOR

STARTING SALARY: \$27,593

Salary Grade: 11

Applications Accepted From: November 10, 2003 until November 21, 2003

Our office will be closed on Tuesday, November 11, 2003 in observance of Veteran's Day.

Minimum Job Requirements

Applicants for this position must have a high school diploma or GED and three years of clerical accounting or budget experience. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties of the Job:

This employee supervises and participates in bookkeeping activities related to a centralized accounting function such as payroll, pension, life insurance, accounts receivable, or other functions; maintains complex central accounts as may relate to the general fund or to other accounts; prepares financial statements and reports; prepares correspondence; verifies financial transactions; etc.

To Apply for This Job:

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell St., SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The Examination for This Job Will Consist of an Evaluation of Applicant Training And Experience.

THIS POSITION REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT INCLUDES, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, CREDIT CHECK, POLYGRAPH, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUALJOB APPLICANTS